MD AOC Project
Introduction to PeopleSoft

PeopleSoft Accounts Receivable (AR) Session

MARYLAND
JUDICIARY

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Agenda

- **Introduction**
- **Session Objectives**
- **PeopleSoft Overview**
- **Key Features & Concepts**
- **Business Processes**
- **A Look at PeopleSoft 9.1 Accounts Receivable**
- **Next Steps**
- **Questions**

- **Marshall Gunsel Introduction**
  - **I have 15 years of PeopleSoft Financials experience primarily focused on the Order To Cash (OTC) stream and was a Controller for Ryder Systems prior to that.**
  - **My fun fact is that I have lived in 10 different states and was actually born in Germany.**
- **Attendee Introductions**
  - **Name**
  - **Role with AOC**
  - **Project expectations**
  - **Fun Fact**

- Introduce you to PeopleSoft 9.1 Accounts Receivable

- How we achieve that:
  - Review Key PeopleSoft Features
  - Review Process Flows
  - Look at the Application
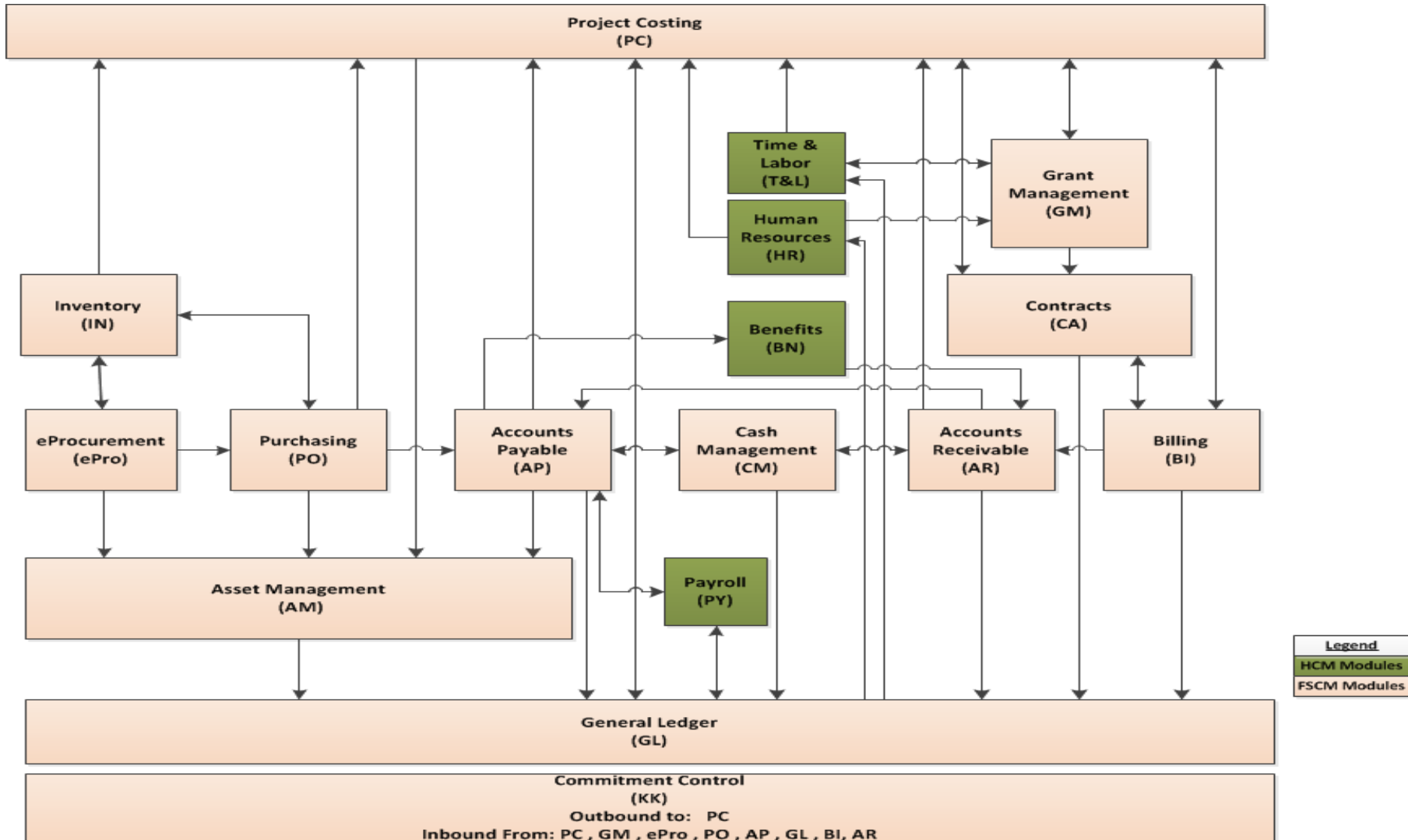
PeopleSoft Overview

Record to Report (RTR)

General Ledger (GL)
- Subsystem Journals
- Monetary Journals

Commitment Control (KK)
- Pre-Encumbrance (Commitments)
- Encumbrance (Obligations)
- Expenses
- Recognized Revenue
- Budgetary Journals

Procure to Pay (PTP)

eProcurement (ePro)
- Self Service Requisitions
- Self Service Receipts

Purchasing (PO)
- Requisitions
- Purchase Orders
- Receipts
- Items
- Change Orders
- PCards

Accounts Payable (AP)
- Vendors
- Vouchers/Invoices
- Payments

Supply Chain Management (SCM)

Inventory (IN)
- Putaway
- Order Fulfillment
- Inventory Counts

Asset Lifecycle Management (ALM)

Asset Management (AM)
- Assets
- Depreciation
- Retirement

Enterprise Service Automation (ESA)

Grants Management (GM)
- Pre-Award (Proposal, Proposal Project, Budget Activity)
- Post-Award (Contract/Award, Project/Grant Activity)

Contracts (CA)
- Contracts
- Billing Plans
- Prepaids/Advances
- Revenue Plans

Project Costing (PC)
- Projects
- Assets

Order to Cash (OTC)

Billing (BI)
- Billing Data
- Invoicing

Accounts Receivable (AR)
- Customers
- Receivables
- Collections
- Payments
- Aging

Cash Management (CM)
- Banking Relationships
- Treasury Accounting
- Reconciliation

Human Capital Management (HCM)

Time and Labor (T&L)
- Time Entered
- Costs
- Team Members
- Status of Grants
- Chart of Accounts

Payroll (PY)
- Garnishment Invoices
- Tax Invoices
- Vendors
- Chart of Accounts
- Benefits Invoices

Human Resources (HR)
- Personal Information

Benefits (BN)
- Vendors
- Accounts Receivables

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Key Features

• AR business processes include Item Entry, Deposit Entry, Payment Application, Draft Processing, Direct Debit Processing, Exception Management, Account Review, Item Maintenance, Account Maintenance, Aging, Credit Management, Collection Management, Customer Correspondence, and Overdue Charges which enable your organization to:

• Enter and track all of your receivables.

• Receive and apply payments.

• Manage outstanding receivables enabling your organization to collect money quickly.

• HR Integration--In Benefits payments are accepted for employees who have received an advance since they are not yet receiving a paycheck. These payments are processed through Benefits Billing (Benefits Specialist). A delivered A/R report is printed and delivered to AR along with the checks received.

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Business Processes – Process Customer Payments

Process Customer Payments
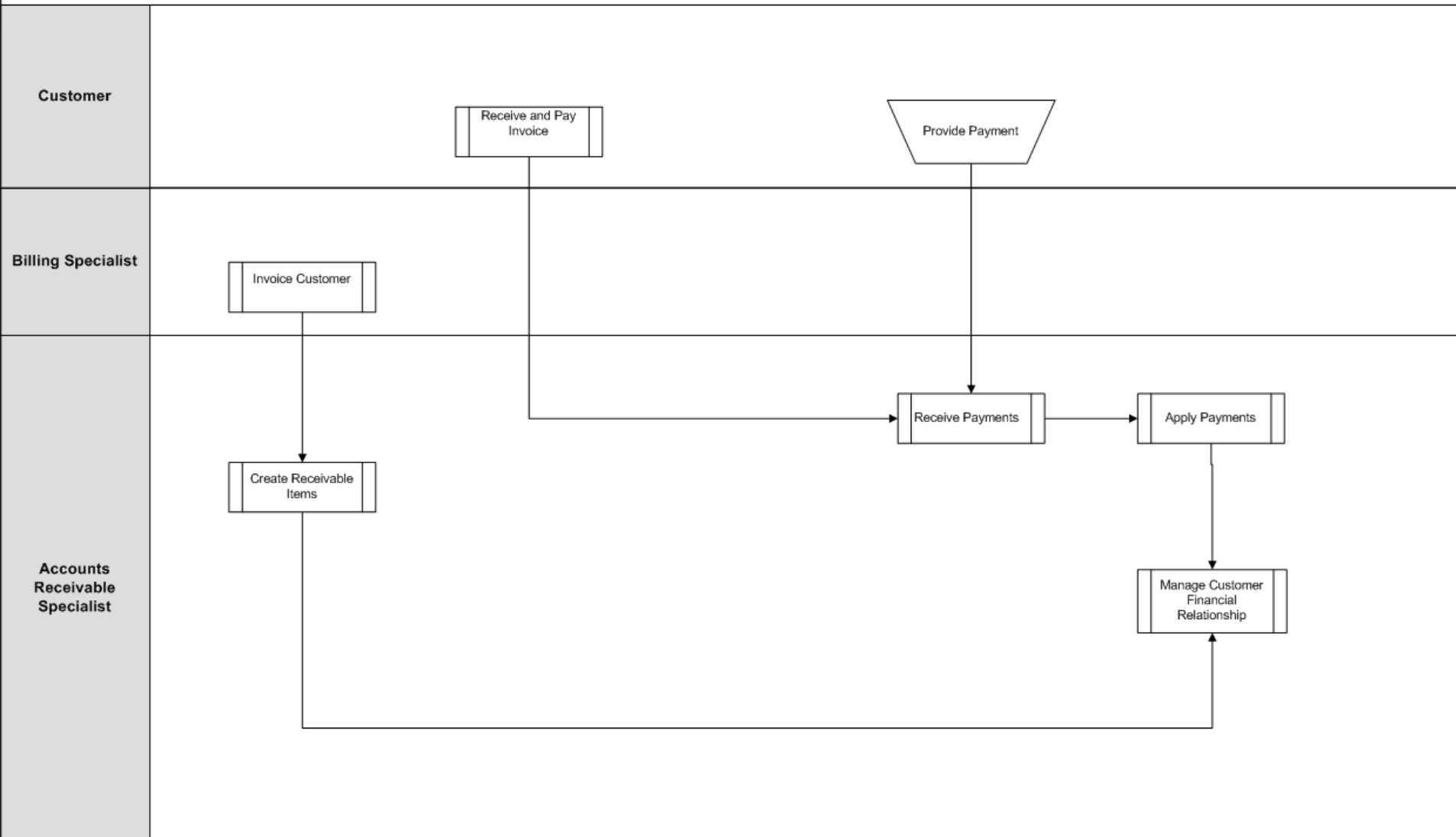
Customer	Receive and Pay Invoice → Provide Payment
Billing Specialist	Invoice Customer
Accounts Receivable Specialist	Create Receivable Items → Receive Payments → Apply Payments → Manage Customer Financial Relationship

Manage Customer Financial Relationship

Customer	Inquire about Account
Accounts Receivable Specialist	Process Customer Payments → Analyze Receivables ← Correspond with Customer Match Debits/Credits, Write-offs and Refunds → Process Refund Transfer Items

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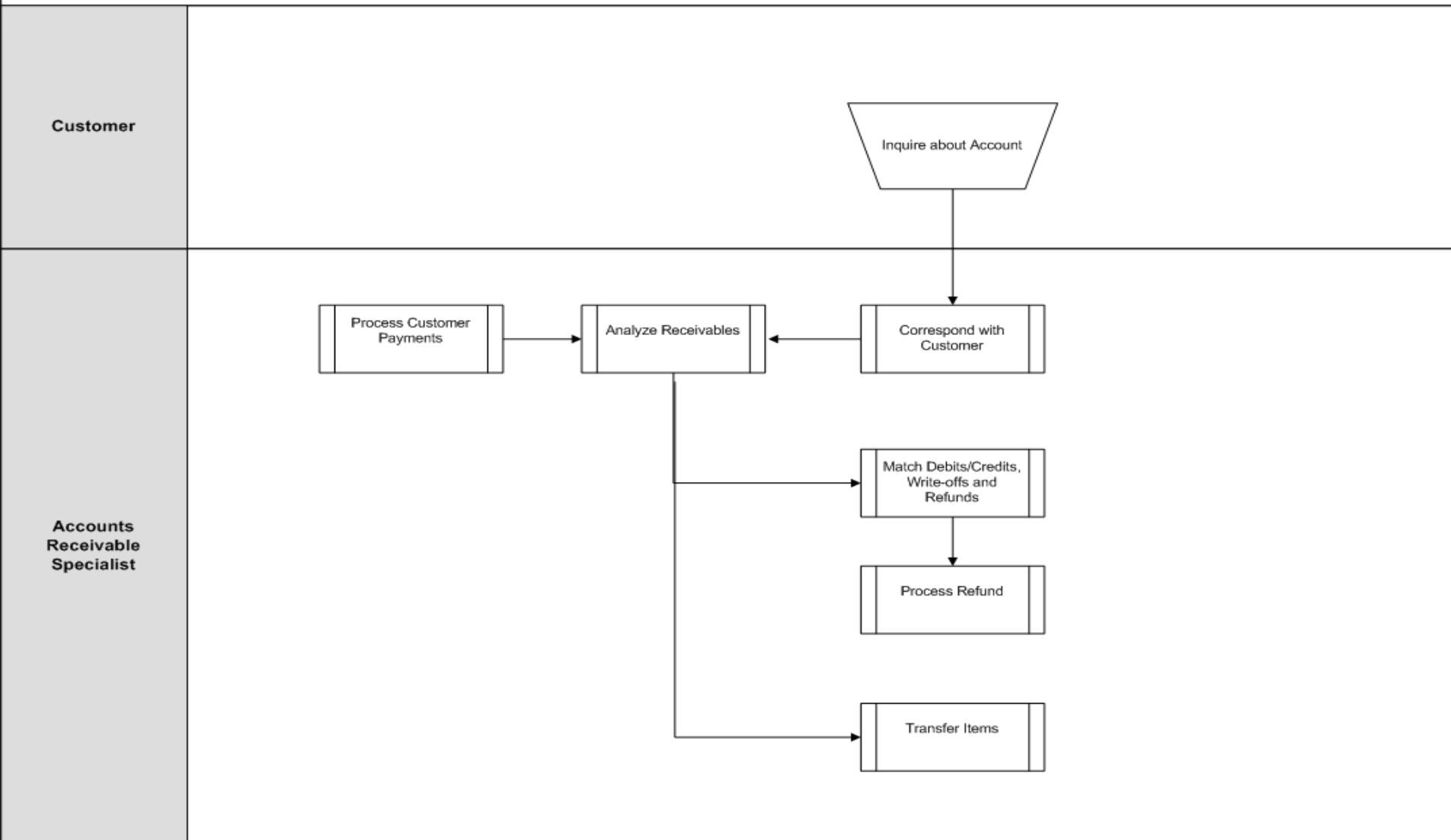
- Review Accounts Receivable menu

- Review Pending Items menu

- Review Payments menu

- Review Customer Information menu

- Review Customer Interactions menu

- Review Receivables Maintenance menu

- Review Receivables Update menu

A Look at PeopleSoft 9.1 - AR (continued)

A Look at PeopleSoft 9.1 - AR (continued)

A Look at PeopleSoft 9.1 - AR (continued)

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable

Accounts Receivable

Payments

Edit "Payments" Folder

Enter, apply, and review payments and generate payment reports.

Online Payments
Enter regular or express deposits.
- Regular Deposit
- Regular Deposit Balancing
- Express Deposit
- Express Deposit Balancing

Apply Payments
Process payment worksheets, request Payment Predictor, and process credit cards.
- Create Worksheet
- Update Worksheet
- Finalize Worksheet
- Request Payment Predictor

Electronic Payments
Receive and process electronic payments.
- Retrieve Lockbox Files
- Load Bank Statements
- Process Payment Interface
    5 More...

Direct Journal Payments
Create and modify direct journal accounting entries.
- Journal Entry Drill Down
- Create Accounting Entries
- Modify Accounting Entries

Cash Control Entries
Create and review cash control accounting entries.
- Create Accounting Entries
- Review Accounting Entries

Review Payments
Review deposit and payment information.
- By Bank Account
- By Unit
- All Deposits
    6 More...

Reports
Generate deposit and payment reports.
- Accounting Entries
- Acctg Entries-Point in Time
- Deposit Control-Point in Time
    8 More...

Cash Drawer
Cash Drawer
- Cash Drawer Receipt
- Correct Cash Drawer Receipts
- Reconcile Cash Drawer
    3 More...

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A Look at PeopleSoft 9.1 - AR (continued)

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information

Customer Information

📁 **Customer Information**   Edit "Customer Information" Folder

Review a customer account overview and related customer information.

Account Overview
Review item, account balance, and account information/

Customer Activity
View a chronological history of transaction activity for a customer.

Payments
Review customer payments.

Payment History
Review customer payment history, including balance and sales information.

Outstanding Payments
Review the status of payments received.

Customer Aging
Review aged accounts.

Breakdown Balances
Review balance information for a customer.

Customer Pending Items
Review information for items not yet posted.

Credit Profile
Review customer balances and credit information.

Customer Hierarchy

Customer History
Review both user-defined history and system-defined history.

Customer Drafts
List the drafts that make up the customer's draft receivable balance.

Dun and Bradstreet
Review or update Dun & Bradstreet information.

Dun & Bradstreet Lookup/Order
Access, display, and update Dun and Bradstreet information for a customer.

Corporate Tree Profile
Review summary of corporate customer information.

Corporate Tree Messages
Review and update messages for customers under a corporate umbrella.

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Favorites | Main Menu > Accounts Receivable

Accounts Receivable

Customer Interactions   Edit "Customer Interactions" Folder

Review and process customer actions, conversations, and correspondence.

Actions
Access action lists, generate actions, and reassign actions.
- Owner Action List
- Action Reassignment
- Condition Monitor
  3 More...

Conversations
Search, review, and update conversations.
- View/Update Conversations
- Update Contacts
- Search By Keyword
  6 More...

Statements
Create, print, and review customer statements.
- Create Customer Statements
- Print Statements
- Review Statements
  2 More...

Dunning Letters
Create, modify, print, and review dunning letters.
- Extract Dunning Letter Info
- Print Letter
- History of Letters
  6 More...

Overdue Charges
Create, print, and review overdue charges.
- Process Overdue Charges
- Print Overdue Charges
- Review Overdue Charges
- Review Last Overdue Charges

Customer Follow-Up Letter
Create output files and print follow-up letters for customers.

A Look at PeopleSoft 9.1 - AR (continued)

A Look at PeopleSoft 9.1 - AR (continued)

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable

Accounts Receivable

Receivables Update

Edit "Receivables Update" Folder

Run Receivables Update process, correct posting results, and unpost groups.

Request Receivables Update
Request a process to post groups that have been created.

Correct Posting Errors
Correct posting errors.
- Online Items
- External Items
- Overdue Charge Items
  8 More...

Unpost Groups
Search for groups to unpost, and process unpost groups.
- Group Search for Unpost
- Online Group
- External Group
  6 More...

Posting Results-Pending Items
Review posting results for pending items.
- All Items w/ Detail
- Single Item w/ Detail

Posting Results-Updated Items
Review posting results for updated items.
- All Items
- All Items w/ Detail
- Single Item
- Single Item w/ Detail

Posting Results-Direct Debits
Review posting results for direct debits.
- All Items
- All Items w/ Detail
- Single Item
- Single Item w/ Detail

Posting Results-Drafts
Review posting results for drafts.
- All Items
- All Items w/ Detail
- Single Item
- Single Item w/ Detail

Posting Results-Upd Pend Items
Review posting results for updated pending items.
- Treasury Report On Receivables
- Receivables Activity Report
- Receivables 1099-c Report
  3 More...

Posting Results-Payments
Review posting results for payments.
- Payment Group-Single Item
- Payment Group-All Items
- Item Activity From Payment
  2 More...

Revenue Estimates
Enter, review, and correct revenue estimate source transactions.
- Create Transactions
- Review Transactions by Item
- Review Trans by Activity
  2 More...

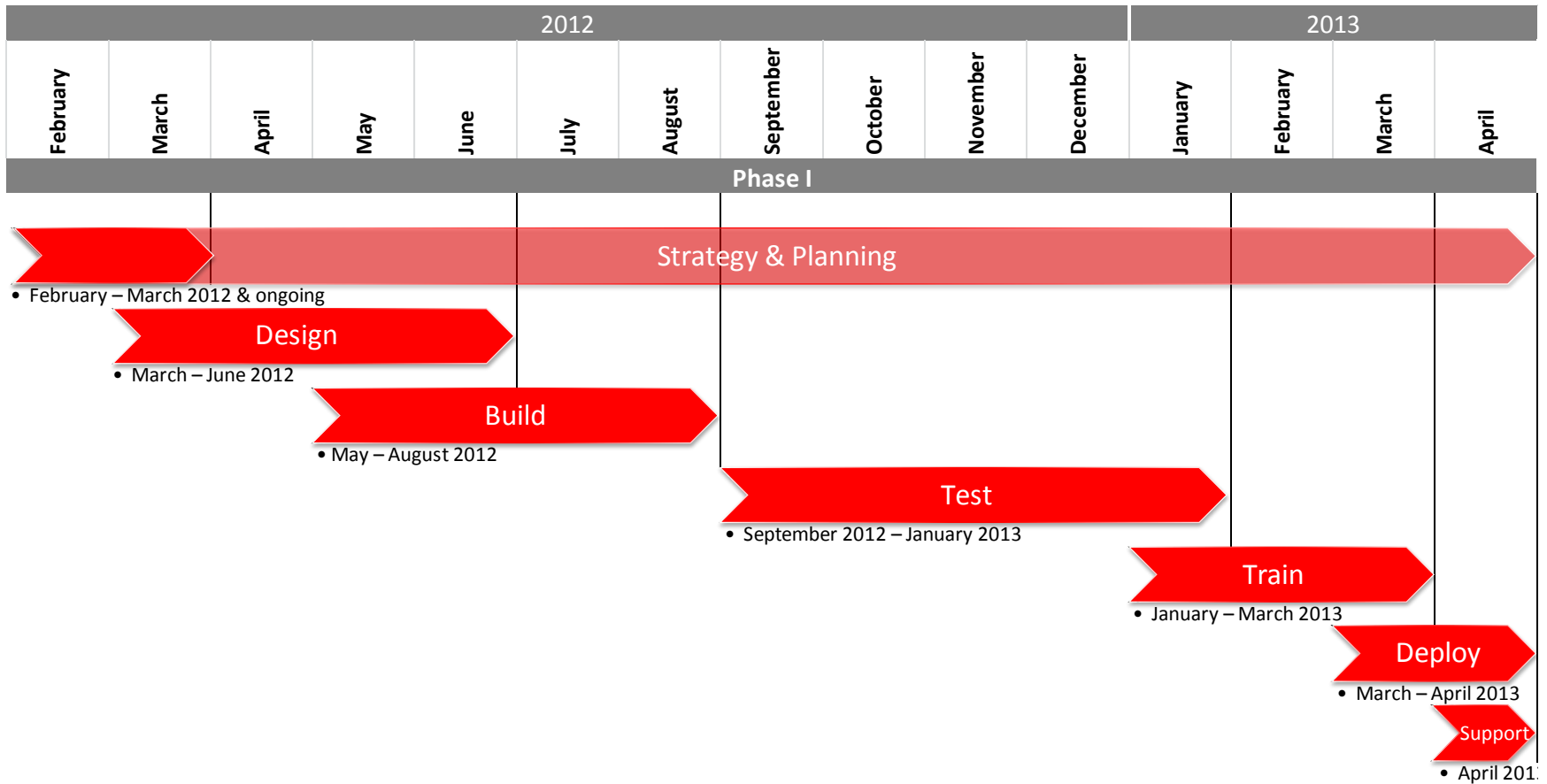**Revaluation**
Run the Revaluation process and review results.
- Review Receivables Revaluation
- Request Revaluation
- Unreal Gain Doubtful Items

Archive Receivables
Identify archive candidates and archive receivables information.
- Item Candidate Report
- Payment Candidate Report
- Pending Candidate Report
  3 More...

Out of Balance Customers
Review customer balances and determine if the sum exceeds open items.

Request Entry Event Processor
Establish parameters to generate accounting entries for entry events.

Request Application Engine
Establish parameters and request Application Engine processing.

Reset Process
Reset or restart processes with the status Error or the status Not Successful.

Job Message Log Summary
View a job message log summary.

Update Pagelet Statistics
Request a process to load pagelet statistics records.

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Next Steps

	2012											2013			
February	March	April	May	June	July	August	September	October	November	December	January	February	March	April

Phase I

Strategy & Planning
- February – March 2012 & ongoing

Design
- March – June 2012

Build
- May – August 2012

Test
- September 2012 – January 2013

Train
- January – March 2013

Deploy
- March – April 2013

Support
- April 2013

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